

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 9 / 26 / 17

Date of meeting 10 / 4 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Sandpoint Arts Commission

Address: 1123 Lake street

Phone number and email address: 208.255.2747 mbethel@sandpointidaho.gov

Authorized by: Aaron Qualls

name of City official

Official Signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Schweitzer Cutoff Roundabout Public Art RFP

Summary of what is being requested: The Arts Commission is requesting approval to proceed with an RFP for public art to be placed within the roundabout located at Schweitzer Cutoff and Boyer Ave.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? Funding to be provided through the public art fund via the Sandpoint

Renewal Agency

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ Yes ☒ No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

☐ Yes ☒ No

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☒ Yes ☐ No

This form must be submitted no later than 5 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 9/26/17

TO: MAYOR AND CITY COUNCIL

FROM: Planning Staff

SUBJECT: Schweitzer Cutoff Roundabout Public Art RFP

DESCRIPTION/BACKGROUND:

The Arts Commission has budgeted \$90,000 for a premiere art installation within the Schweitzer Cutoff and Boyer roundabout being constructed at the northern border to Sandpoint. The attached request for proposal (RFP) would be open to all artists in the states of Idaho, Montana, Washington and Oregon. Arts Commissioner Megan Cherry will provide a brief presentation about the project.

STAFF RECOMMENDATION:

Staff recommends that council consider whether to add gateway signage to the City as part of the artwork specifications.

ACTION:

Motion to approve or approve as amended

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS:

Draft RFP

Sandpoint Arts Commission Minutes from 9/18/17

**SANDPOINT ARTS COMMISSION MEETING
MONDAY, SEPTEMBER 18, 2017
5:30 PM CITY HALL COUNCIL CHAMBERS
1123 LAKE STREET**

COMMISSION MEMBERS PRESENT: Megan Cherry, Carol Deaner, Matt Kerr, Ffion Soltis, Tammy Farmin, Elle Susnis

COUNCIL/STAFF MEMBERS PRESENT: City Staff liaison Melissa Bethel - Minutes

COUNCIL/COMMISSION MEMBERS ABSENT: Councilman Tom Eddy, Dyno Wahl, Carol Kovalchuk, Kris Dills, Ellinor Allen (student liaison)

Chairman Deaner called the meeting to order at 4:00 pm.

MATTERS FROM THE PUBLIC: None

Approval of Minutes:

Kerr moved and Cherry second to approve the minutes of August 21, 2017. **Motion passes unanimously.**

New Business:

Creation of Cedar and Second Public Art Committee:

Soltis stated she and Kovalchuk met regarding the Cedar and Second Avenue public Art project. She stated they have made a request from staff for copies of the streetscape design.

Old Business:

Committee updates:

Budget/Long range planning: Deaner, Susnis, Farmin, Kovalchuk

Deaner stated the SURA budget approved the 2.5% public art funds. She advised the Commission regarding the SURA funds available.

Deaner stated the Commission needs to work on the long range plan.

Cherry stated she would work with Deaner on the Public Art Policy:

Fundraising/grants: Wahl, Soltis, Deaner, Susnis: No update

Projects:

a. Stainless Steel Boxes; Farmin, Dills, Deaner, Soltis,

Soltis stated the timeline for the Silver Boxes has become fragile. She stated there may be additional work the Commission needs to approve and completion may be out for another month.

Soltis gave a presentation regarding the use of CaFE and raised concerns to the Commission. Soltis gave pros and cons regarding the process. Soltis stated a week before the call ends we need to look at the submissions to make sure they meet the qualifications and contact the artists to make adjustments.

Soltis stated she would like to table the discussion and have the Commission properly look over the information to discuss next meeting.

Soltis stated the art piece that scored the highest needs some maintenance. Soltis stated she would like to table the discussion until next meeting. Soltis stated she would like to contact the artist to inquire regarding those issues.

Soltis questioned if the call can be reopened. Deaner stated the only recommendation to go to Council is the top finalists.

b. Schweitzer Roundabout; Dills, Cherry, Deaner, Susnis

Cherry presented the power point presentation she plans to present to City Council.

Cherry read an email from Councilman Eddy asking the Commission to open up the call nation wide. Cherry stated if the artist is working with a \$90,000 budget and is not local, a large piece of the money will be used for transport. In addition, having an accessible artist for a large piece is important. The Commission discussed opening the call to more western states. Farmin inquired why would the Commission limit itself. Kerr stated he favors regional artists and it is the mission of the Art Commission to favor regional artists.

Cherry stated Coeur d'Alene has the same qualifications.

Motion:

Susnis moved and Soltis second to approve the Schweitzer Roundabout RFP.

Motion passes unanimously.

Matters from Commission or staff:

Deaner asked for an updated Commission list. Deaner stated she sent Kris Dills a letter to see if he would resign.

Jacqui Scoggin owner of Year Round Co. stated her family recently moved from Tacoma and is interested in joining the Commission.

Meeting adjourned at 5:10 p.m. Next meeting on October 16, 2017



Schweitzer Cutoff Roundabout Public Art RFP

Project and Location

Idaho residents are united by a reverence for the natural world. In Sandpoint and in surrounding areas of Bonner County, that reverence is expressed through both year-round recreational pursuits and the care of working lands. The economic history of this area reveals a confluence of timber, agricultural, technological and recreational industries; this multifaceted engagement with the natural world is central to the community.

The new roundabout is situated near the northern edge of Sandpoint city limits, at the intersection of Boyer and Schweitzer Cutoff roads. It is a connection between many different cultural, industrial and recreational opportunities. This intersection provides access to the industrial business areas surrounding the Sandpoint Airport, shopping and dining in neighboring city Ponderay, community events at the Bonner County Fairgrounds and recreational activities at Schweitzer Mountain Resort.

The Sandpoint Arts Commission seeks vibrant public art for installation at this gateway to Sandpoint. A successful proposal will reflect the multi-use nature of the location as well as the city's love for its pristine land and water.

Timeline

December 31, 2017	Artist Submission Deadline
February 5, 2018	Short Listing of Three (3) Artists
April 9, 2018	Shortlisted Artists to present final design, budget and production timeline
May 1, 2018	Successful Artist chosen by Selection Panel
July 2018	Contract sent to Artist
July 2018	First Payment Processed through City & Sent to Artist
August 2018	Arts Commission will contract with landscape designer
June 2019	Installation to be completed

Eligibility

The project is open to all artists residing in the states of Idaho, Montana, Washington and Oregon regardless of race, color, religion, national origin, gender, age, marital status, or physical or mental disability, etc. Artist teams are eligible to apply, including teams of artists from multiple disciplines. Selection panelists and their immediate family members are not eligible for participation.

The Artwork

- The artwork must be an original work of art made by the submitting artist.
- The artwork may not contain advertising, religious references, sexual content, negative imagery, or convey political partisanship.
- Artwork surfaces must not be prone to environmental degradation, e.g. unsealed rust.
- The artwork shall not have kinetic elements or water features.
- 30'-0" maximum height limit, the artwork must be contained within the inner diameter of the roundabout (see Site Details).
- The Roundabout can be viewed from above from the three main access points. The Artwork should be designed with consideration for multiple vantage points.
- The Sandpoint Arts Commission will select a landscape designer who will incorporate plantings, watering systems, and lighting into the final installation. While the artist is not responsible for design or installation of landscape elements, they will collaborate to ensure the art and landscaping are complementary.
- Power is available on site. All lighting is to be approved by the City of Sandpoint and to be designed in collaboration between artist and landscape designer. No up lighting is allowed. The landscape designer will be responsible for costs related to all lighting that is not physically attached to the artwork. Any costs associated with lighting fixtures that are incorporated into the structure of the artwork will be the artist's responsibility.
- The selected piece will need an ID licensed engineer stamp on final drawings/designs.

Selection Criteria

Selection criteria to be used for consideration shall include, but not be limited to the following:

- Artistic quality and structural integrity of proposed design
- The content of the artwork as it relates to the project description and location
- The quality of the artist's past work on public projects of a similar scale

The submissions will also be evaluated on their feasibility and convincing evidence of the artist's ability to successfully complete the work as proposed by the submitted materials.

Submissions

The Artist will submit:

- A resume and references reflecting experience in submission, selection and successful installation of public art on a similar scale.
- Two or three (2-3) clearly identified images or videos of the proposal/concept
- Five (5) clearly identified images of previous public art work (multiple images of a single piece are acceptable).

After the review period of the initial submissions, three (3) finalists will be chosen and notified of their selection. The chosen Artists will prepare final scale drawings and/or maquettes, as well as costs, description of installation process, and production timeline associated with the proposed art piece. Each of three (3) short-listed Artists will receive a \$1000 stipend for their preliminary efforts.

Acceptable File Types:

Images: JPEG, minimum 1920 pixels, maximum 3MB

Video: 3GP, WMV, AVI, MOV, MPG, MP4 Minimum 640x480, Maximum 100MB

Find complete information and details at CaFE **Media Prep**

Selection Process

Selection Round 1: January 15 - February 5, 2018

The Selection Panel will jury the qualified applications on CaFE, which will result in shortlisting of the top three applications. The top three finalists will be announced no later than **February 5, 2018**.

Selection Panel will consist of the following:

Voting Members:

- Sandpoint Arts Commission Project Leader
- 3 Arts Professionals, two of whom must be artists
- 2 Citizens from the City of Sandpoint
- 1 Sandpoint Arts Commission member

Non- Voting Members:

- 1 City Staff Member
- 1 City Council Member

Selection Round 2: April 9 – May 1, 2018

The three shortlisted artists will submit final scale drawings and/or maquettes, as well as costs, description of installation process, and production timeline associated with the proposed art piece no later than **April 9, 2018**.

The Selection Panel will hold a final meeting to discuss the three submissions, and will recommend the finalist to the Sandpoint Arts Commission no later than **May 1, 2018**.

Budget & Payment Schedule

The allowable budget for artists is up to, but no more than, \$90,000. Included in this budget are the artist's fee, travel, fabrication, engineering, materials, documentation, installation, lighting and all other costs accrued by the artist specific to this Call to Artists. The chosen artist will be paid per The Sandpoint Urban Renewal Agency's policy, which is as follows:

July 2018	Payment made for 1/3 of project cost, minus 10%
December 2018	Midway payment made for 1/3 of project cost, minus 10%
June 2019	Final Payment date contingent on final installation

Contact Information

City Liaison to the Sandpoint Arts Commission:

Melissa Bethel: Associate Planner

Phone: (208) 255-2747

Email: mbethel@sandpointidaho.gov

The City of Sandpoint reserves the right to change the dates of the project timeline, to modify this solicitation to request additional information or proposals from any or all participating artists, to re-open the competition and/or to accept or reject, at any time prior to the commissioning of a work, any or all design proposals.